

Sign Permit Application Form

Project Address: _____ Date: _____

CONTACT INFORMATION

Registered Property Owner(s): _____

Contact Person: _____ Email: _____

Phone: _____ Cell: _____

Mailing address: _____

Signature: _____

All contact will be with the primary applicant only, including phone calls, email, correspondence, and issuing the permit.

Primary Applicant or Authorized Agent (complete if not Property Owner): _____

Company: _____ Email: _____

Phone: _____ Cell: _____

Mailing address: _____

Signature: _____

SIGN DETAILS

Business Name: _____

Type of Business: _____

#	Type	Dimensions & Area	#	Type	Dimensions & Area
	Directional			Projecting or Suspended	
	Façade			Sandwich Board	
	Freestanding Sign			Other (please specify)	
	Home Occupation				

ATTACHMENTS

The application form must be supported by the following documents and payment. Documents can all be submitted electronically to planning@langford.ca. Plans should be 8.5" x 11" and show all dimensions. Please go through the list with Planning staff if you require explanation.

- Payment: \$100 plus \$50 per sign and \$50 for a sandwich board sign—please note the City of Langford takes **cash, cheque, or debit, but not credit cards**
- One (1) copy of a site plan showing the location of any proposed freestanding, directional, and sandwich board signs AND all existing buildings, structures, streets, lanes, driveways, and parking and loading areas, and watercourses within 30 m of the subject property. Please note: A site plan is not necessarily required for signage affixed to existing buildings, but may be requested if the exact location of that signage cannot be clearly indicated by elevational drawings or photographic imagery
- A schedule detailing the gross floor space of the business for which the sign is required; and EITHER
 - One (1) copy of architectural plans for any proposed signage, including full elevations and details on materials, finish, and colour; OR
 - One (1) copy of colour photographic prints which clearly indicates the location and relative size of signage in relation to the building on which it is to be placed on or near, and only in conjunction with a dimensioned drawing of all proposed signage

Please note that Sign Permits, once issued, will be emailed to the applicant—originals will only be mailed if specifically requested.

The personal information requested in this form is collected under section 26 (c) of the Freedom of Information and Protection of Privacy Act and will be used to administer Sign Permit applications within the City of Langford. Please contact the Manager of Planning at 250-478-7882 or planning@langford.ca if you have any questions about the collection, use, or disclosure of this information.